This job aid provides information for using FPMT to add a new receivable lease for land.

Overview

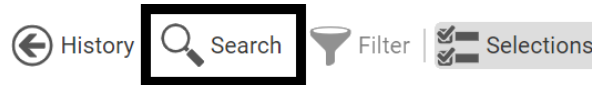| Step	Action	Additional Information
1	Add receivable land	Use the search option to find your agency and expand the information so that you can add the receivable land. ✓ You will add the receivable land to existing land. If the land does not exist yet in FPMT, it will need to be added before you can add the receivable land (reference the job aid for adding new land).
2	Add receivable lease contract	Use the search option to find the land so that you can add the receivable lease contract.
3	Add receivable lease payment	Use the receivable lease contract menu to add lease payment information.
4	Add receivable lease option	Use the receivable lease contract menu to add lease option information.
New receivable leases are added to FPMT after the lease contract has been executed. ✓ You will need a copy of the lease contract (with lease acreage square feet and other information as stated in the lease agreement) so that you can provide required information.		

Add New Receivable Land

Use the search option to find your agency and expand the information so that you can add the new receivable land.
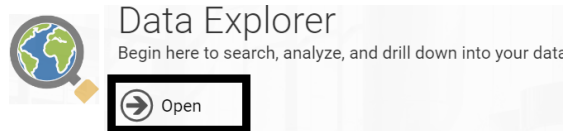
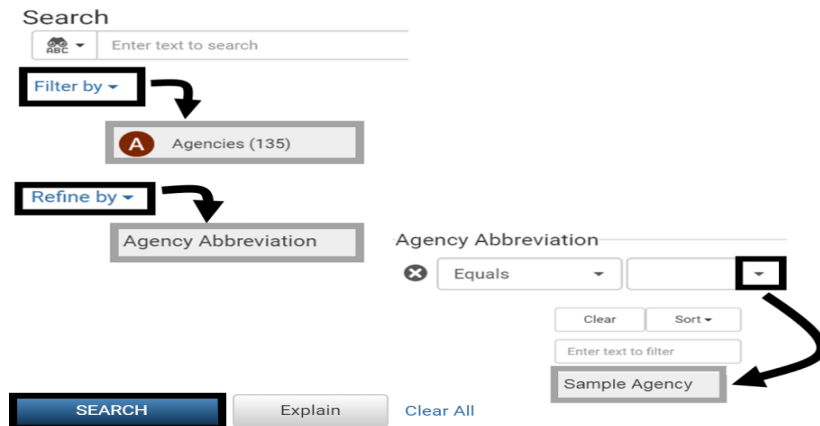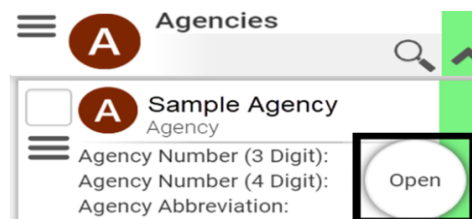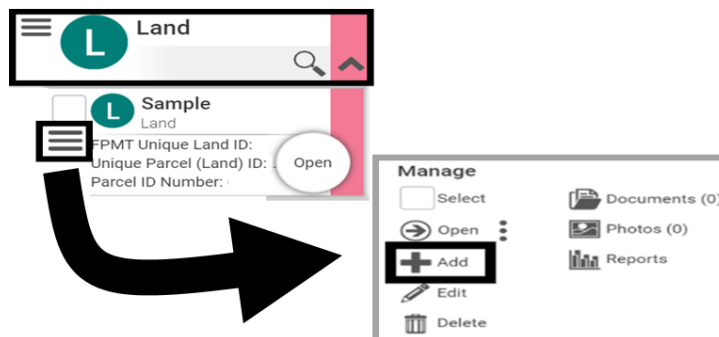|	
1. **Select:** Open.	
2. **Select:** Search.	
3. **Select:** Filter by. 4. **Select:** Agencies. 5. **Select:** Refine by. 6. **Select:** Agency abbreviation. ➔ FPMT will display additional options depending on your search criteria. 7. **Select:** Your agency. 8. **Select:** Search.	
9. **Select:** Open.	
10. **Select:** Menu. 11. **Select:** Add.	
12. **Select:** Receivable land.	

13. Select: Create a new receivable land.

RL Receivable Land

Create a new Receivable Land

Link to an existing Receivable Land

14. Input: Name.

➔ Use your agency SAAM acronym - agency common name (acronym dash name).

➔ Receivable land properties includes several optional fields for your agency. For example, description is optional.

✔ Advanced Mode

Receivable Land Properties ⌃

Name

Description

15. Input: Receivable lease number.

➔ Use number assigned by parent agency, DES, or institution. This number must be unique and different than master lease number.

Receivable Lease Number ⍰

16. Select: Lessor.

17. Select: Lessee.

➔ If lessee is not a state agency, select other tenants 999 and use other lessee field for non-state agency name.

Lessor (Agency Name)

Lessee

Lessee - Other

18. Input: Agency optional information.

➔ Use agency optional information for cross-referencing with agency internal data.

Agency Plan Name

Agency Management Unit

Agency Assigned Regional Number

Agency Assigned Regional Name

Agency Assigned Number

Agency Assigned Common Name

Year First Leased

19. Select: Owned land status.
➔ Status should be active when adding new owned land.

Receivable Land Status

Active - Lease is active and connected to the property. ▼

Receivable Land Inactive Reason

▼

Comment

20. Select: Save and close.
➔ FPMT will add the new receivable land so that you can add the receivable contract and other information.
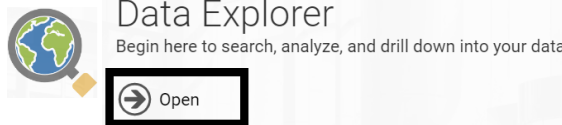
SAVE AND CLOSE   Cancel

Add Receivable Lease Contract

Use the search option to find the land so that you can add the new receivable lease.

1. Select: Open.

Data Explorer
Begin here to search, analyze, and drill down into your data
➔ Open

2. Select: Search.

← History   🔍 Search   ▼ Filter | ☑ Selections

3. Select: Filter by.
4. Select: Agencies.
5. Select: Refine by.
6. Select: Agency abbreviation.
➔ FPMT will display a list of agencies using SAAM abbreviations.
7. Select: Your agency.
8. Select: Search.
9. Select: Open.

In this example, we use search tools to filter by agency and refine by agency abbreviation. Other options are available in the filter dropdown and refine by dropdown.

Search

ABC ▼ Enter text to search

Filter by ▼

A Agencies (135)

Refine by ▼

Agency Abbreviation

Agency Abbreviation

❌ Equals ▼   ▼

Clear   Sort ▼

Enter text to filter

Sample Agency

Agencies
A   🔍 ^
☐ A Sample Agency
         Agency
Agency Number (3 Digit):
Agency Number (4 Digit):   Open
Agency Abbreviation:

SEARCH   Explain   Clear All

10. Select: Menu.

11. Select: Add.

12. Select: Land receivable contract.

13. Select: Create a new land receivable contract.

14. Input: Name.

➔ Use receivable lease number for the name.

➔ Receivable lease contract properties includes several optional fields. For example, description is optional.

15. Input: Receivable contract number.

➔ Use a unique receivable contract number.

16. Select: Receivable contract type.

17. Input: Receivable contract acreage.

➔ Use square feet as stated in lease agreement.

18. Input: Receivable contract executed date.

➔ Use date the last party signed the lease agreement.

19. Input: Receivable contract start date.

20. Input: Receivable contract end date.

21. Select: Debt issued.
➔ Has debt been issued that is secured by the payments from this lease?

Debt Issued ⑦

> No ▼

22. Input: Prepayments.
➔ Payments received from the lessee at or before lease commencement that relate to a future period, such as deposit for final month's rent.

Prepayments ⑦

23. Select: Variable payments.
➔ Does lease include variable payments based on future performance of lessee or on usage of the asset? If yes, provide description (basis, terms, conditions).

Variable Payments ⑦

> ▼

Description of Variable Payments ⑦

24. Input: Interest rate.
➔ Use interest rate stated in the contract or the implied interest rate.

Interest Rate

25. Select: Manually record accounting entries.
➔ Will accounting entries be recorded manually in AFRS?
✓ If yes, FPMT will not send any transactions to AFRS for this contract.
✓ If no, select master index if total lease payments are over threshold and provide information for accounting reference.

Manually Record Accounting Entries ⑦

> ▼

Master Index ⑦

> ▼

Master Index Title ⑦

Accounting Reference ⑦

26. Select: Receivable contract status.
➔ Status should be active when adding new receivable contract.

Receivable Contract Status

> Active - Lease is active and connected to the property. ▼

Receivable Contract Inactive Reason

> ▼

Comment

27. Select: Save and close.
➔ FPMT will add the contract information.

> SAVE AND CLOSE   Cancel

Add Receivable Lease Payment

Use the receivable lease contract menu to add lease payment information.

✓ If the receivable lease contract has more than one lease payment, add each payment separately. All payments can have an active status (FPMT reports will pull data based on the run date of the report).

1. **Select:** Menu.	
2. **Select:** Add.	

3. **Select:** Receivable payment.	

4. **Select:** Create a new receivable payment.	

5. **Input:** Name. ➔ Use payment type - payment series number (payment type dash payment series number). ➔ Description is optional.	Name Description

6. **Input:** Payment series number. ➔ Use sequential numbers for payment series (1, 2, 3, etc.). 7. **Select:** Payment frequency. 8. **Select:** Payment type. 9. **Input:** Payment amount.	Payment Series Number Payment Frequency Payment Type Payment Amount

10. **Input:** Index rate. ➔ Use the index or rate in effect at lease commencement.	Index Rate ?

11. **Input:** Payment start date. 12. **Input:** Payment end date.	Payment Start Date Payment End Date

13. Select: Receivable payment status.
➔ Status should be active when adding new payment.
➔ Comments are optional.

Receivable Payment Status

Active ▼

Comment

14. Select: Save and close.
➔ FPMT will add the payment information.

SAVE AND CLOSE   Cancel

Add Receivable Lease Option

Use the receivable lease contract menu to add lease option information.

1. Select: Menu.
2. Select: Add.

Land Receivable Contracts

LRC Sample
Land Receivable Contract
Lease Number:
Receivable Contract Number:
Lessor (Agency Name):

Manage
☐ Select   📄 Documents (0)
→ Open ⋮   🖼 Photos (0)
➕ Add   📊 Reports
✏ Edit
🗑 Delete

3. Select: Receivable option.

RO Receivable Option

4. Select: Create a new receivable option.

Create a new Receivable Option

5. Input: Name.
➔ Use option type - option number (option type dash option number).
➔ Description is optional.

Name

Description

6. Input: Option number.
➔ Use option number in the order it appears in the lease contract (1, 2, 3, etc.).
7. Select: Option type.
8. Input: Option description.
➔ Option date is optional.

Option Number

Option Type
▼

Option Description

Option Date
📅

9. **Select:** Receivable option status.

→ Status should be active when adding new lease option.

10. **Select:** Reasonably certain option will be executed.

→ This will determine if the payment is included in lease liability and lease asset calculations.

✓ If yes, and option type is purchase, the exercise price of the purchase option will be required.

→ Comments are optional.

Receivable Option Status

Active

Reasonably Certain Option Will Be Executed ?

Exercise Price ?

Comment

11. **Select:** Save and close.

→ FPMT will add the option information.

SAVE AND CLOSE   Cancel